



DEPARTMENT OF THE ARMY
UNITED STATES ARMY FIELD ARTILLERY SCHOOL
FORT SILL, OKLAHOMA 73503-5600

REPLY TO
ATTENTION OF:

ATZR-CQ

19 July 2005
Change 1

MEMORANDUM FOR SEE DISTRIBUTION

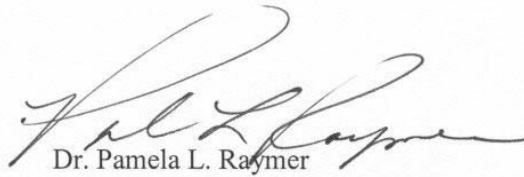
SUBJECT: Policy Memo #01-05, Field Artillery Instructor Technical Certification

1. This memo provides guidance for obtaining Field Artillery Technical Certification, IAW TRADOC Regulation 350-70 dated 9 Mar 99, TRADOC Regulation 350-18 dated 26 May 00, TRADOC Regulation 350-10 dated 12 Aug 02 and Course Management Plan.
2. In order to obtain a Field Artillery Technical Certification Soldiers must meet the following requirements:
 - a. Graduate of the course being taught
 - b. Appropriate grade for course being taught
 - (1) **Captain's Career Course**—major or senior captain.
 - (2) **Officer Basic Course**—captain (command experience preferred).
 - (3) **Warrant Officer Advanced Course**—Chief Warrant Officer, CW3.
 - (4) **Warrant Officer Basic Course**—Chief Warrant Officer, CW2.
 - (5) **Advanced Noncommissioned Officer Course**—sergeant first class with prior assignment experience in a Skill Level 4 duty position.
 - (6) **Basic Noncommissioned Officer Course**—staff sergeant with prior assignment experience in a Skill Level 3 duty position.
 - (7) **MOSQ Noncommissioned Officer**—sergeant who has held the MOS for 1 year
 - c. Graduate of TAITC or prior TRADOC approved instructor training course. **(All Instructors)**
 - d. Graduate of SGITC **(NCOES and FACCC Instructors)**
 - e. Awarded an appropriate instructor ASI based on whether the instructor is as officer, warrant officer or enlisted; or the request for ASI has been submitted **(Military Only)**
 - f. Evaluated on training a representative sample of classes from the appropriate Program of Instruction to determine technical proficiency to train the specific course.
 - g. Meet height/weight standards IAW AR 600-9 **(Military Only)**
 - h. Pass the APFT within the last 6 months for the AC and within the last 12 months for the RC **(Military Only)**
 - i. Civilian/Contractor Instructors will meet all of the above requirements except as indicated.
3. A board consisting of a technically certified instructor of the course, a member of the chain of command and a Title XI Soldier if available must evaluate the instructor on a technical class from the appropriate POI.

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4. Once the Field Artillery School has issued the Field Artillery Technical Certificate, the unit Commander/Director is responsible to ensure that the instructor is evaluated on all of the course material not evaluated during the process **before** the instructor begins teaching that class. An instructor will **not** present a class to students without being evaluated as competent on the technical content of the lesson plan first.
5. Instructors must be re-certified if they have not performed instructor duties for a period of 24 months. This will ensure that the instructor is current on all course material to be taught. If an instructor has not taught for a period longer than 24 months the certification process must be initiated again prior to assuming instructor duties.
6. Commanders/Directors will forward a signed memo requesting Field Artillery Technical Certification ([encl 1](#)), Instructor Certification Checklist ([encl 2](#)) and the Basic Instructor Performance Checklist ([encl 3](#)) to the Quality Assurance Office, ATTN: Chief, Staff & Faculty Branch, Fort Sill, Oklahoma 73503.
7. Point of contact is Chief, Staff & Faculty Branch, DSN 639-4902, FAX 639-5724



Dr. Pamela L. Raymer
Director, Quality Assurance Office

Encl

Distribution:

Commander, 30th Regiment, Fort Sill, Oklahoma 73503
Commander, Field Artillery Training Center, Fort Sill, Oklahoma 73503
Commandant, Fort Sill NCOA, Fort Sill, Oklahoma 73503
Commander, 1st Battalion, 101st Regiment, Camp Edwards, Massachusetts 02542
Commander, 2nd Battalion, 183rd Regiment, Bldg 1311, Fort Pickett, Blackstone, Virginia 23824
Commander, 1st Battalion, 139th Regiment, PO Box 70300, Fort Bragg, North Carolina 28307
Commander, 1st Battalion, 117th Regiment, Smyrna, Tennessee 37167
Commander, 1st Battalion, 426th Regiment, South 10th Ave, Fort McCoy, Wisconsin 54656
Commander, 1st Battalion, 189th Regiment, Oklahoma City, Oklahoma 73111
Commander, 1st Battalion, 213th Regiment, PO Box 399, Guernsey, Wyoming 82214

CF:

Commander, 166th Regiment, Fort Indiantown Gap, Annville, Pennsylvania 17003

Commander, 238th Regiment, Fort Knox, Kentucky 40121

Commander, 140th Regiment, Riverton, Utah 84065

**YOUR MILITARY ADDRESS
BATTALION, BUILDING, ETC.
CITY/FORT/STATE/ZIP**

YOUR OFFICE SYMBOL

DATE

**MEMORANDUM FOR QUALITY ASSURANCE OFFICE, ATTN: STAFF & FACULTY
BRANCH, SNOW HALL, (ROOM 150) FORT SILL, OK 73503-5600**

SUBJECT: Request for Technical Instructor Certification

1. The individual listed below has demonstrated the required teaching skills and subject matter expertise to teach (name of course) and has completed all instructor certification requirements.

<u>Rank/Name</u>	<u>SSN</u>	<u>COURSE/MOS</u>
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MSG John Doe, 001-00-0001

2. The certification packet listed below is enclosed:

**Instructor Certification/Re-certification Checklist
Basic Instructor Performance Checklist (TRADOC Regulation 350-70)
Certificates, as appropriate**

3. Point of contact is SFC Joe Smith, DSN 202-2002 or Commercial (101) 202-2001.

Encl

**JOHN DOE
LTC, USA
Commander,**

**CF:
1 ea Indiv file**

INSTRUCTOR CERTIFICATION/RECERTIFICATION CHECKLIST

Course Title _____
Instructor _____
Rank _____

NOTE: Instructors must complete all instructor certification requirements before performing duties as a primary instructor. Instructors must be re-certified before continuing duties as a primary instructor if he/she has not performed these duties as a primary instructor in the topic for more than 24 consecutive months.

The requesting FA Training Battalion verifies this instructor meets the minimum instructor qualification requirements as listed in the appropriate regulation.

	YES	NO
1. Instructor Training:		
• 80-hour TRADOC-approved TAITC	_____	_____
• Date completed _____		
2. Copy of orders awarding the instructor ASI/SQL or approved DA 4187 requesting ASI "H.	_____	_____
3. MOS/AOC qualification, same as course being taught.	_____	_____
4. Graduate of course to be taught.	_____	_____
5. Meet height/weight standards IAW 600-9.	_____	_____
6. Passing score on APFT within the last 6 months (RC, within last 12 months)	_____	_____
7. Completion of SGITC for instructors teaching courses requiring small group method of instruction	_____	_____
• Date completed _____		

CHECKLIST COMPLETED BY:

Printed Name/Rank of Training Officer

SIGNATURE OF TRAINING OFFICER

DATE CHECKLIST SUBMITTED: _____

BASIC INSTRUCTOR PERFORMANCE CHECKLIST

INSTRUCTOR: _____ DATE: _____

PFN: _____ SUBJECT TAUGHT: _____

Instructor Action	GO	NO-GO
1. <u>Risk Control Measures</u> ("a" through "d" required for a "GO" rating): a. Provided WARNINGS for training safety hazards. b. Identified high-risk assessment level. c. Emphasized environmental hazards. d. STOPPED practice or testing when dangerous situation occurred.		
2. <u>Terminal Learning Objective</u> : Stated the action, conditions, and standard.		
2. <u>Technical or Tactical Competence</u> ("a" and "b" required for a "GO" rating): a. Responded to standard questions relating to objectives. b. Conducted demonstrations and exercises when appropriate.		

Instructor must receive a "GO" rating for Instructor Actions 1 through 3 to achieve a

satisfactory rating.

3. <u>Introduction</u> ("a" through "d" required for a "GO" rating): a. Used motivator. b. Explained --- 4. Difference between training and task performance on the job. 5. How performance will be tested. 6. Why task is important. 7. Risk assessment level. 8. Environment protection considerations. a. Defined new terms. b. Provided WARNINGS and CAUTIONS for training safety and job safety.		
9. <u>Learning Steps/Actions</u> ("a" through "f" required for a "GO" rating): a. Explained and/or replicated cues. b. Showed steps in parts. c. Asked questions. d. Explained key points. e. Covered material in lesson plan. f. Used --- 1. Logical sequence. 2. Smooth transitions.		

6. <u>Job Performance Context</u> : Explained relationship of task or training event to the performance soldier will carry out in the job environment.		
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Instructor Action	GO	NO-GO
<u>7. Questions and Feedback</u> ("a" through "e" required for a "GO" rating): <ul style="list-style-type: none"> a. Engaged students every 3 to 6 minutes.* b. Asked or answered questions. c. Stopped for discussion. d. Asked for feedback. e. Actively involved all students. * a. May vary depending upon subject being taught.		
<u>8. Training Aids</u> ("a" and "b" required for a "GO" rating): <ul style="list-style-type: none"> a. Ensured training aids/equipment were operation. b. Used --- <ul style="list-style-type: none"> 1. Training aids/training equipment properly. 2. Legible and appropriate visuals. 		
<u>9. Facilitation of Student Ability to See and Hear</u> ("a" and "b" required for a "GO" rating): <ul style="list-style-type: none"> a. Asked students if they could see and hear instruction. b. Corrected any identified situations where student was unable to see or hear instruction. 		
<u>10. Personal Appearance</u> : Demonstrated well-groomed appearance, Confident bearing, enthusiasm, no distracting mannerisms.		
<u>11. Basic Delivery Skills</u> : Used appropriate gestures, movement, Communication skills (clear enunciation; appropriate speech volume, Tone and rate; good grammar and choice of words with minimum "crutch" words.)		
<u>12. Questioning Techniques</u> : Conducted Ask-Pause-Call techniques (also Called pose/pause/pounce) for conference and direct questioning during practice exercises or one-on-one questions.		
<u>13. Facilitate Student Performance</u> ("a" through "c" required for a "GO" Rating): <ul style="list-style-type: none"> a. Provided frequent 'checks on learning' and practice opportunities (usually over 50% for module or lesson prior to testing). b. Conducted practice sessions that included— <ul style="list-style-type: none"> 1. One best way (correct demonstrations). 2. Student activity that matched or closely modeled required job performance. 3. Practice in parts. 4. Shaping of student skills. 		

5. Specialized individual help when needed. 6. Answers to student questions. 7. On-the-spot correction and praise. 8. Immediate stopping of practice when dangerous situation occurred.		
13. Cont. Conducted performance tests that included --- (1) Preparation of test conditions. (2) Briefings to students. (3) Presentation of performance cues. (4) Observation of student performance without interruption except for intervention for safety purposes.		
14. <u>Respectful Behavior</u> : Displayed no signs of put downs, sarcasm, off-color material, or sexist/racist/ethnic remarks.		
15. <u>Summaries of Instruction</u> : Provided interim (When appropriate) and Concluding summaries.		
16. <u>Training Resource Management</u> ("a" through "d" required for a "GO" rating): a. Ensured availability of sufficient materials and resources. b. Retained control of class. c. Managed disruptive students. d. Used instructional time wisely.		
17. <u>After-Action Review</u> : Conducted AAR following field exercise, Practical exercise, or testable module. Note: The AAR Instructor Performance Checklist is at paragraph III-4-7 TRACOC Reg. 350-70.		

Instructor must receive no more than three (3) "NO-GOs" for Instructor Actions 4 through 17 to achieve a satisfactory rating.

EVALUATOR/SME
POSITION _____

EVALUATOR/SME
POSITION _____

COMMENTS:

